



# Town of Berwyn Heights

## Code Compliance Office

5700 Berwyn Road  
Berwyn Heights, MD 20740  
Code Tel. (301) 513-9331 | Fax (301) 474-5002  
[code@berwynheightsmd.gov](mailto:code@berwynheightsmd.gov)

## RENTAL HOUSING LICENSE APPLICATION

Application is due to Code Compliance Office at least twenty (20) business days prior to effective date of any lease.

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Rental Property Address

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License Number

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Date Paid /Check Number

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License Expiration Date

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Number of Tenants

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Owner(s) Name

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Owner(s) Contact Telephone Number(s)

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Owner(s) Address: City State Zip

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Owner(s) E-mail

***If property owner does not reside within fifty (50) miles of the rental unit, an agent is required. The agent may be the property manager if the property manager resides within fifty (50) miles of the rental unit.***

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Agent/Property Manager

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Agent/Property Manager Contact Number(s)

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Address City, State, ZIP

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Agent/Property Manager E-mail

All rental units are subject to inspection to determine compliance with the Town of Berwyn Heights' Ordinances and as a condition of the rental license pursuant to Ordinance 120. The applicant acknowledges and agrees that by conducting inspections of rental units, the Town does not assume any responsibility to individual property owners or tenants to ensure or warrant the suitability or fitness of a rental unit for habitation or its compliance with any particular housing standards or regulations, nor does the Town assume any liability for any failure of the rental unit to meet such standards or regulations. The Town will provide at least ten (10) business days' notice prior to any scheduled interior inspection, unless the inspection is necessary to resolve an emergency. Failure to allow entry for such inspections or to prohibit any tenant to allow entry for such inspections shall constitute sufficient reason for the denial or revocation of a rental license.

All property owners are responsible for compliance with all applicable Town Ordinances and any expenses the Town may incur as a result of violations of any Town ordinance. Any unpaid fines or fees the property owner incurs, or fines or fees associated with the property owner's failure to assume responsibility for any violations will be collected in the same manner as delinquent Town taxes.

I acknowledge the provisions in the Property Owner/Tenant Responsibilities Form, and I have made this Form available to the tenants.

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Property Owner/Agent/Property Manager Signature:

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Date:

Please sign and send payment of \$300 application fee by check or money order to:

Code Compliance Office

Town of Berwyn Heights

5700 Berwyn Road

Berwyn Heights, MD 20740

*Credit card payments are accepted when payment is made in person at the Code Compliance Office Monday-Friday 8:30 a.m.-5:00 p.m. Credit card payments are subject to applicable service fees posted at the time of payment.*